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**EYES ONLY**

CAREER SERVICE PANEL  
OFFICE OF RESEARCH AND DEVELOPMENT  
6 May 1974

Attendees:

25X1A9a

[REDACTED], Chairman 25X1A9a  
[REDACTED] C/PAS/ORD  
[REDACTED] C/TCR/ORD  
[REDACTED] C/PMS/ORD  
[REDACTED] AC/DPR/ORD  
[REDACTED] C/LSR/ORD 25X1A9a  
[REDACTED] C/OT/ORD  
[REDACTED] Executive Secretary  
[REDACTED] Recording Secretary

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Absentees:

[REDACTED] (Attending Senior Seminar)

1. The meeting was called to order at 0940 hours by the Chairman.

2. There were no changes made in the Agenda for 6 May 1974.

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3. [REDACTED] requested that the CSP hold a special meeting to discuss the Agency Employee Bulletin, dated 1 April 1974, titled "New Approaches to Personnel Management." He felt that discussion should be held on recognition of secretarial abilities and providing guidance for an upward movement in the Agency for highly talented secretarial employees.

4. The minutes for 11 March 1974, and for 22 March 1974, were accepted as written by the Panel.

5. A report from the Chief, Support Staff/ORD was submitted. (Copy attached)

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6. [REDACTED] raised the question of whether an official personnel action had been prepared assigning [REDACTED] from CDAM/ORD to PAS/ORD, as indicated on [REDACTED] report. [REDACTED] was informed that the item on [REDACTED] was circulated for information only, and no official action has been requested or prepared. The DD/ORD stated that he would talk to the D/ORD about this reassignment and whether an official reassignment action was needed at this time.

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7. The report from the Chairman, Special Panel/ORD was as follows:

a. Future vacancies in ORD. 25X1A9a

GS-07, CDAM/ORD. [REDACTED] Secretary-Steno, is resigning from the Agency on 17 May 1974, to return to her home area.

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GS-06, LSR/ORD. [REDACTED] Secretary-Steno, is resigning from the Agency sometime in May to join the State Department.

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b. Training for GS-07 secretaries. It has been suggested by the Training Officer that ORD senior secretaries who are supervising younger secretaries for the first time should be given the opportunity to attend the "Fundamentals of Supervision and Management," course. The following names were submitted: [REDACTED], DPR/ORD;

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[REDACTED], TCR/ORD; [REDACTED], LSR/ORD; and [REDACTED], MS/ORD. The DD/ORD told the Division Chiefs that the ORD Training Officer would be in touch with them in order to work out suitable dates for attendance at this course by the secretaries listed above.

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c. Quality Step Increases.

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[REDACTED] asked the DD/ORD about the status of the QSI for [REDACTED]. The DD/ORD reported that the QSI's on [REDACTED] are being held by the D/ORD. Dr. Stevens has asked the following questions on both recommendations:

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(1) Is this in conformity with the standards of the CSP/ORD?

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(2) Does her work during the last year merit a QSI?

[REDACTED] told the Panel members that he would talk once again with Dr. Stevens <sup>25X1A9a</sup> about these recommendations and hopefully get a decision before [REDACTED] leaves on his overseas trip.

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8. In Item 12, minutes of 11 March 1974, the CSP postponed discussion on the promotability of [REDACTED] CDAM/ORD, GS-12, until the Panel could hear [REDACTED]

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thoughts on the subject. It was noted that the DD/S&T Minimum Time in Grade Promotion Criteria lists that GS-12's minimum time in grade for consideration for promotion to a GS-13 is 24 months. [REDACTED] will have been in grade for 24 months in August 1974. Promotion recommendation for [REDACTED] can be taken up at the November meeting in accordance with the ORD schedule. This information was so noted by [REDACTED]

9. The following people were considered for appointment to the CSP/ORD: 25X1A9a



25X1A9a The names of [REDACTED] were selected for recommendation of appointment to the CSP/ORD and are to be sent to the D/ORD for approval. If appointed [REDACTED] would serve one year; [REDACTED] would be appointed for two years. 25X1A9a

25X1A9a 10. [REDACTED] stated that the item concerning training plans for ORD employees were put on the Agenda because it deals with the Personnel Development Plan which is being taken very seriously by the DCI. This policy is being implemented by the Office of Personnel to make sure that ORD develops the training plans submitted in the PDP. [REDACTED] stated there will be a yearly check on what has been done on the PDP. 25X1A9a

25X1A9a [REDACTED] stated that ORD went through part of this exercise last year down to the GS-13's. There were people, he stated, identified on it as candidates for training, but there was very little done on follow-through. [REDACTED] stated ORD is required to write a report on how we have implemented the PDP of last year, and based on follow-through our record is bad. [REDACTED] pointed out that ORD will have to go through the same exercise for FY 1975 and again identify people who need certain training. Once we have done this, stated [REDACTED] we have made a definite commitment; the Division Chiefs should make suitable arrangements so the employees can take the training planned for them. 25X1A9a

25X1A9a 11. [REDACTED] pointed out to the Panel that he was quite disturbed about the change of attendance dates on the training scheduled for [REDACTED] at Pennsylvania State University. 25X1A9a He told the Panel that it had been necessary to change the

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attendance dates for [REDACTED] after firm plans had been made (taking into account his two week reserve training, his vacation, and the division workload) in order to accommodate OSI people. [REDACTED] felt this had been unfair treatment of 25X1A9a ORD personnel. [REDACTED] explained there had been extenuating circumstances involving people who were scheduled to be out of the office at the same time in OSI, and ORD had changed training dates in order to help resolve the problem.

12. There were no nominations for the Senior Officer Schools, 1975-1976.

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25X1A9a 13. [REDACTED] announced to the Panel that [REDACTED] PS/MS/ORD, GS-14, had announced his plans to retire as of 30 June 1974, prior to the meeting.

14. Discussion followed on the advisability of publishing the grades on the promotion and QSI attachments to the Career Service Panel Report for the period from 1 January 1973 - 31 December 1973. It was decided by the Panel to publish the promotions and QSI awards in alphabetical order without the grades.

15. The Competitive Evaluation and Ranking of GS-13's was discussed and agreed upon by the Panel members. (See Attachment)

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25X1A9a 16. The Ranking List was broken down into "A," "B," and "C" categories. [REDACTED] was removed from this list, and the Chairman stated he would make [REDACTED] position on the ORD Ranking List known to OWI. (See Attachment)

17. It was the decision of the Panel to wait until the minutes have been read and approved by the D/ORD before the Division Chiefs would tell their employees where they appeared on the ranking list for GS-13's.

18. The promotability list for GS-13's is as follows:

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- [REDACTED] - June 1974
- [REDACTED] - November 1975
- [REDACTED] - January 1976

19. There was a question put to the Chairman on whether there would be a special session of the CSP to discuss training plans for ORD employees. It was suggested that this meeting might be arranged when ORD is given the Personnel Development Plan to complete. The Chairman asked the Training Officer to

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circulate the profile of courses in training for professional development to each Division Chief in order that he might work up a plan for each of his employees. The Chairman did stress that thought should be given to working up a training plan for those employees in the "B" category.

25X1A9a 20. [REDACTED] circulated a memorandum circulated by the Director of Personnel indicating a need for improved handling of applicant files. [REDACTED] pointed out the five-day limitation for review and return.

21. Meeting adjourned at 1130 hours.

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[REDACTED]  
Executive Secretary  
Career Service Panel  
Office of Research and Development

Attachments:

1. Report from Chief, Support Staff/MS/ORD
2. Competitive Evaluation & Ranking - GS-13's

APPROVED:

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[REDACTED]  
\_\_\_\_\_  
Chairman, Career Service Panel/ORD

28 May 1974  
Date

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